



# **Society of PM Professionals**

**Of GREATER VANCOUVER**

## ANNUAL GENERAL MEETING NOVEMBER 19, 2014 MINUTES

### **1. Call to Order**

Kim Hunter, President, called the meeting to order at 11:50 am.

#### **1.1 Quorum**

It was noted by the President that the Members of the Society, present at a business meeting for which proper notice has been given, constitute a quorum.

The list of members in attendance is contained in Attachment I to these minutes.

#### **1.2 Rules of Order**

The President announced that Roberts Rules of Order would be followed. There were no objections voiced.

#### **1.3 Record of Meeting**

John Cooke volunteered to take minutes for this meeting.

#### **1.4 Adoption of Agenda**

Moved by: Ellyn Daly  
Seconded by: Duncan Smith

That the agenda as provided in the Seminar Proceedings handout for November 19, 2014 be adopted.

Result: Unanimous

## 2. Adoption of Minutes

Moved by: Duncan Wood

Seconded by: Stan Shaw

That the minutes of the November 20, 2013 meeting be adopted as reported in the seminar binder of November 19, 2014.

Result: Unanimous

## 3. Reports of the Officers

### President's Report:

The copy of the report is Attachment II to these minutes and was included as a handout in the Seminar Proceedings for November 19, 2014.

### Secretary Treasurer's Report:

Report from John Cooke, PMP, Secretary-Treasurer. The Statement of Income and Expenses was provided in the Seminar Proceedings handout for November 19, 2014. The Financial Statement is Attachment III to these minutes.

### Registrar's Report:

The Registrar, Walter Wawruck provided an update on the number of members in the Society. The list provided in the Seminar Proceedings handout for November 19, 2014 identified 306 members (an increase of 11 over the year). In subsequent discussion, it was reported that notices of events are broadcast to list of just over 700 names. Approximately 90% are PMPs, but not all are members of the Society.

## 4. Election of Officers

The officers of the Society were elected following nominations from the floor. The positions were filled by acclamation as shown in the table below. The term of office will be until the next election of Society officers to be held at the Annual General Meeting November 18, 2015.

Position	Nominee	Nominated by:	Seconded:	Motion to Close:	Disposition
President	John Cooke	Joan Hambury	Duncan Wood	Consent by a show of hands	Elected
Secretary Treasurer	Ellyn Daly	Sue Ann Bartecko	Duncan Wood	Consent by a show of hands	Elected

Position	Nominee	Nominated by:	Seconded:	Motion to Close:	Disposition
Registrar	Walter Wawruck	Jim Tucker	Mary-Jean Payeur	Consent by a show of hands	Elected

## 5. Dates of Future Meetings

### 5.1 Next Professional Development Seminars

Moved by: Duncan Smith  
Seconded by: Joan Hambury

That the Officers be authorized to organize and conduct a program of Professional Development Seminars during the year 2015, comparable to the program that has been conducted in the past, and incorporating the results of the November 19, 2014 program planning workshop.

Result: Carried

### 5.2 Annual General Meeting

Moved by: Duncan Smith  
Seconded by: Vlad Cohen

That the next Annual General Meeting be scheduled for November 18, 2015.

Result: Carried

## 6. Other Business

Moved by: Walter Wawruck  
Seconded by: Sue Ann Bartecko

That Stan Shaw (with volunteered assistance from Jim Marshall and Bill Sinclair) explore electronic means to capture survey evaluations to ease the burden of such capture.

Result: Carried

Moved by: Duncan Smith  
Seconded by: Linda Flegel

That the Society gathers quotes from its members to put in an email to help promote the seminars.

Result: Carried

Moved by: Duncan Smith

Seconded by: Stan Shaw

That the Secretary / Treasurer arrange a promotional communication to be issued to help promote registration for future seminars.

Result: Carried

### **6.1 Meeting adjourned**

Moved by: Joan Hambury

Seconded by: Ellyn Daly

Result: Carried

The meeting was adjourned by the Chair at 12:41 pm

Result: Carried

We certify that this is an accurate record of the Annual General Meeting held on November 19, 2014.

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John Cooke, PMP  
(Recording Secretary)

Walter A. Wawruck, PMP, Registrar



# **Society of PM Professionals**

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## General Meeting November 19, 2014

### MEMBERS ATTENDING

Biely	Alison
Cayuela	Alberto
Chau	Renee
Cohen	Vlad
Cooke	John
Daly	Ellyn L
Dhahan	Novinder
Duggan	Peter
Elash	John
Flegel	Linda
Gibson	Keith
Hambury	Joan
Hanna	Roger
Houghton	Tony
Hunter	Kim
Lai David	
Lakey	Tracey
Li	Linda
Marshall	Jim
Matharu	Gurdarshan
Payeur	Mary-Jean
Rozon	Camille
Shaw	Stan
Sinclair	Bill
Smith	Duncan
Tucker	Jim
Wawruck	Walter
Wood	Duncan

## OTHER PARTICIPANTS IN THE MEETING

Bains	Rajvir
Bartecko	Sue Ann
Blackham	Eva
Bot	Nico
Forewell	Jennifer
Kia	Moe
Redwood	Doug
White	Tenzin



# **SOCIETY OF PM PROFESSIONALS**

## **Of GREATER VANCOUVER**

### **2014 President's Report: November 19, 2014**

#### **Summary of PD seminars conducted in 2014.**

Four seminars were conducted in 2014, the last of which – November 2014 – included the Annual General Meeting of the Society. I thank all participants, in whatever capacity services were rendered, who helped to make the seminars the success that they were.

February 19, 2014, "Managing IS and IT Projects – How Far Have We Come?", Christopher Pinske, PMP

April 16, 2014, "Managing Projects in the Public and Institutional Sectors", Jeff Raine, PMP

September 24, 2014, "Adapting to Changing Times for Engineering-Architecture-Construction Projects", Jennifer Chu, PMP

November 19, 2014, "Managing Relationships on Projects", Roger Hanna, PMP

#### **Notes on the PD seminars conducted in 2014.**

My special thanks to Walter Wawruck, who has honed the process of recruiting presenters and project teams ahead of the November seminar in which the plan for the following years' events is developed.

The last two seminars in 2014 were held in a new location due to dissatisfaction with new management and requirements at the Holiday Inn in Metrotown. The Executive Suites Hotel on Lougheed Highway in Burnaby appears to be a satisfactory venue.

**President's call to the members of the Society.**

The president extends a request to all members of the Society to offer their services in the following areas:

1. Project Managers to conduct seminar events; without this role, there is no seminar
2. Project team members to participate in seminar events in a variety of capacities
3. Presenters of topics and materials of interest to any segment of the group
4. Members with HTML skills who can maintain or improve the Society website

The continued existence of the Society depends on the participation of the members in its activities, both for organizing and for attending the events.

Respectfully submitted,  
Kim Hunter, PMP.



# Society of PM Professionals

Of GREATER VANCOUVER

## Statement of Income and Expenses 2014

### Seminars

During 2014, there have been four (4) Professional Development seminars, including the AGM. The Society has continued to operate the seminars as the sole source of income, offsetting the costs of the seminars themselves and setting aside a small amount for other expenses such as website hosting.

### Income and Expenses

During 2014, payments were made for various expenses including direct seminar related costs, overall support costs and materials. At the time of issuing this report, the actual November 19 seminar finances and final costs for November and December are estimated as per the seminar budget and past trending. The estimated year end income and expenditure position is shown below, extrapolating the trend of the first 3 seminars for the final 4th seminar.

Item	Balance	Income	Expenditure
Opening Bank Balance Jan 1, 2014	\$4,510.33		
Seminar Fees		\$15,130.00	
Seminar Costs – hotel/catering			\$12,604.22
Printing / stationery			\$2,192.43
Bank Charges			\$130.00
Website Hosting			\$120.00
<b>Totals</b>		<b>\$15,130.00</b>	<b>\$15,046.50</b>
Closing Bank Balance Dec. 31 2014 (forecast)	\$4,593.68		

This year will end with a net zero gain which aligns with the non-profit financial goal of the society. No seminars in 2013 or 2014 have lost money in contrast to prior years.

Based on this report, it is recommended that the fee charged per regular seminar remain as \$80 per person until such time as inflation or more expensive facility / venue costs are seen to increase our costs to the point of requiring an increase.

Respectfully submitted,  
John Cooke, PMP



# **SOCIETY OF PM PROFESSIONALS**

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### **Society Members November 14, 2014**

The list which follows is an enumeration of the members of the Society as of November 14, 2014.

There are 306 members in the Society. The PMP status of all those listed was verified in November 2014.

In November 2013, 295 members were reported. Since that time 23 new members joined the Society.

The check of the PMP status of those on the November 2013 membership list revealed that 12 had not maintained their certifications. These names were removed from the list.

The PMP Online Registry at <https://certification.pmi.org/registry.aspx> allows verification of any individual's status.

All PMPs are encouraged and invited to join the Society. There is no fee for membership. A membership application form can be obtained from the Society web site at <http://www.vcn.bc.ca/pmprof>.

Newsletters and notices of Society events and meetings are issued periodically as e-mail broadcasts, both to members and to PMPs who are not members. There are approximately 600 PMPs, principally in the Greater Vancouver area, who receive notices of Society events. Corrections or additions to the information on the e-mail distribution list should be provided to the Registrar of the Society, Walter Wawruck, PMP [wawruck@telus.net](mailto:wawruck@telus.net).

The Society is completely independent of PMI Inc. The Society has no access to PMI's records of PMPs and their contact information, other than the Online Registry. Individual PMPs themselves are the only source of contact information.